



CONFIDENTIAL

STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

13 June 1950

STATINTL

SUBJECT: Residence and Dependency Report

1. a. Residence and Dependency Report, Form No. 37-79, will be submitted by each employee:

(1) Who is now overseas and who was a resident of the United States, its territories or possessions, at time of employment by the U. S. Government.

(2) Who is ordered overseas on either temporary duty or permanent change of station.

(3) Whenever a change in legal residence, marital or dependency status of employee indicated in (1) and (2) above occurs.

b. Assistant Directors and Staff Chiefs having jurisdiction over reporting employees are responsible for obtaining the required reports.

2. The forms will be completed in triplicate and distributed as follows:

a. Original to Personnel or Employees Division as applicable.

b. Copy to office of appropriate Assistant Director or Staff Chief.

c. Copy to Fiscal or Finance Division as applicable.

3. The requested information is important in determining travel expenses allowable in connection with leave at government expense, return to residence upon separation, and in determining transportation expenses allowable in connection with shipment of remains of employee or member of family.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
Acting Executive

DISTRIBUTION: A.

DRAFT

22 May 1950

MEMORANDUM FOR: \_\_\_\_\_

FROM : Management Officer

SUBJECT : Draft of Proposed Administrative Instruction

1. There is reproduced below a revised draft of a proposed Administrative Instruction covering submission of residence and dependency reports by employees.
2. The draft and the attached form No. 37-79 have been revised based on recommendations received in response to our previous request of 24 April 1950.
3. Request that your concurrence or comments be forwarded to this office on the attached sheet by 2 June 1950.

STATINTL

Encl: Copy of form No. 37-79

*New number*  
ADMINISTRATIVE INSTRUCTION  
NO. \_\_\_\_\_

*13 June 1950*

SUBJECT: Residence and Dependency Report

STATINTL

1. a. Residence and Dependency Report Form No. 37-79 will be submitted by each employee:

- (1) Who is now overseas and who was a resident of the United States at time of employment by the U. S. Government. *in its Territories or possessions*
- (2) Who is ordered overseas on either temporary duty or permanent change of station.
- (3) Whenever a change in legal residence, marital or dependency status of employee indicated in (1) and (2) above occurs.

*JUN 1 1950*


b. Assistant Directors and Staff Chiefs having jurisdiction over reporting employees are responsible for obtaining the required reports.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Acting Executive

STATINTL



Coordination Page;

DATE: 31 May 1950

MEMORANDUM FOR: Management Officer

FROM

: Assistant Director, Special Operations

SUBJECT

: Draft of Proposed Administrative Instruction

1. This office concurs with the draft of Administrative Instruction re Residence and Dependency Report, dated 22 May 1950.
2. Comments;

Concur.



STATINTL

-3-

MAY 31 1950

**CONFIDENTIAL**

Coordination Page:

DATE: 24 May

MEMORANDUM FOR: Management Officer

FROM : OPC

SUBJECT : Draft of Proposed Administrative Instruction

1. This office concurs with the draft of Administrative Instruction re Residence and Dependency Report, dated 22 May 1950, *provided it*

~~2. Comments:~~

*is not applicable to stop agents and carried under deep cover -*

25X1A



C-5-114 / OPC

-3-

**CONFIDENTIAL**

Coordination Page:

DATE: 29 May 1950

MEMORANDUM FOR: Management Officer

FROM : Asst. Director for Operations

SUBJECT : Draft of Proposed Administrative Instruction

1. This office concurs with the draft of Administrative Instruction re Residence and Dependency Report, dated 22 May 1950.

2. Comments:

None.

STATINTL

  
GEORGE G. CAREY

Coordination Page:

DATE: \_\_\_\_\_

MEMORANDUM FOR: Management Officer

FROM :

*Bersa*

SUBJECT :

Draft of Proposed Administrative Instruction

1. This office concurs with the draft of Administrative Instruction re Residence and Dependency Report, dated 22 May 1950.

2. Comments:

*Concur*



STATINTL

Signature \_\_\_\_\_



25X1A

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)			
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>			
TO		INITIALS	DATE
1	<i>Management Officer</i>		
2	<i>Room 144-South</i>		
3			
4			
5			
FROM		INITIALS	DATE
1	<i>C/SSS</i>		
2			<i>6/7/50</i>
3			

☐ APPROVAL  
☐ ACTION  
☐ COMMENT  
☐ CONCURRENCE

☐ INFORMATION  
☐ DIRECT REPLY  
☐ PREPARATION OF REPLY  
☐ RECOMMENDATION

☐ SIGNATURE  
☐ RETURN  
☐ DISPATCH  
☐ FILE

REMARKS: *what few comments on proposed instruction are attached*

SECRET

CONFIDENTIAL

RESTRICTED

UNCLASSIFIED

FORM NO. 30-4  
SEP 1947

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)			
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>			
TO		INITIALS	DATE
1	<i>C/SSS</i>		
2			
3			
4			
5			
FROM		INITIALS	DATE
1	<i>CC/PSD</i>	<i>BN</i>	
2			
3			

☐ APPROVAL  
☐ ACTION  
☐ COMMENT  
☐ CONCURRENCE

☐ INFORMATION  
☐ DIRECT REPLY  
☐ PREPARATION OF REPLY  
☐ RECOMMENDATION

☐ SIGNATURE  
☐ RETURN  
☐ DISPATCH  
☐ FILE

REMARKS: *Concur in direction as written*

SECRET

CONFIDENTIAL

RESTRICTED

UNCLASSIFIED

FORM NO. 30-4  
SEP 1947

UNCLASSIFIED		RESTRICTED		CONFIDENTIAL		SECRET	
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)							
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP							
TO						INITIALS	DATE
1	C/CED 1602-L						
2						MS.	
3	Chief Special Support Staff.						
4							
5							
FROM						INITIALS	DATE
1	C/SSS						
2							
3							
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input checked="" type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input checked="" type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div>							
REMARKS: <i>To be returned to C/SSS by Wednesday, 31 May.</i>							
<div style="display: flex; justify-content: space-between;"> <span>SECRET</span> <span>CONFIDENTIAL</span> <span><input checked="" type="checkbox"/> RESTRICTED</span> <span>UNCLASSIFIED</span> </div>							
FORM NO. 30-42 SEP 1947 <span style="float: right;">(over)</span>							

STATINTL

CONCURRENCE

Concurs.

It will be necessary to issue special instructions to individuals overseas who complete form in prearrangement. However, these will be isolated cases and can be handled on an 'individual case' basis.

MR.

TRANSMITTAL SLIP		
70 June		
TO	DATE	
BUL	FORM NO.	
REMARKS:		
ED concurs.		
FROM:		
BUILDING	ROOM NO.	EXTENSION
FORM NO. 36-8 SEP 1946		

STATINTL

Coordination Page:

DATE: 7 June 1950

MEMORANDUM FOR: Management Officer

FROM : Chief, Special Support Staff

SUBJECT : Draft of Proposed Administrative Instruction

1. This office concurs with the draft of Administrative Instruction re Residence and Dependency Report, dated 22 May 1950.
2. Comments;

STATINTL

JUN 8 1950



22 May 1950

DRAFT  
originated by  
SSS

MEMORANDUM FOR: \_\_\_\_\_  
FROM : Management Officer  
SUBJECT : Draft of Proposed Administrative Instruction

1. There is reproduced below a revised draft of a proposed Administrative Instruction covering submission of residence and dependency reports by employees.
2. The draft and the attached form No. 37-79 have been revised based on recommendations received in response to our previous request of 24 April 1950.
3. Request that your concurrence or comments be forwarded to this office on the attached sheet by 2 June 1950.

Encl: Copy of form No. 37-79

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. \_\_\_\_\_

STATINTL

SUBJECT: Residence and Dependency Report

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  - (1) Who is now overseas and who was a resident of the United States at time of employment by the U. S. Government. *+ its possessions*
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  - (3) Whenever a change in legal residence, marital or dependency status of employee indicated in (1) and (2) above occurs.

b. Assistant Directors and Staff Chiefs having jurisdiction over reporting employees are responsible for obtaining the required reports.

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3. The requested information is important in determining travel expenses allowable in connection with leave at government expense, return to residence upon separation, and in determining transportation expenses allowable in connection with shipment of remains of employee or member of family

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Acting Executive

STATINTL

Coordination Page:

DATE: \_\_\_\_\_

MEMORANDUM FOR: Management Officer

FROM :

SUBJECT : Draft of Proposed Administrative Instruction

1. This office concurs with the draft of Administrative Instruction re Residence and Dependency Report, dated 22 May 1950.

2. Comments:

*Adm Staff does not need Marital Status.*

*NO need for T/DY to use this form.*

*Ch. A/S say T/DY in death cases how provide name of Body & report.*

STATINTL

Signature \_\_\_\_\_

*AD*

## RESIDENCE AND DEPENDENCY REPORT

**INSTRUCTIONS:** Submit in triplicate when ordered overseas and whenever designated place of residence or marital or dependency status changes. **IMPORTANT** in determining travel expenses allowable in connection with leave at Government expense, return to residence upon separation, and in determining transportation expenses allowable in connection with shipment of remains of employee or member of family.

NAME OF EMPLOYEE

### RESIDENCE DATA

PLACE OF RESIDENCE WHEN APPOINTED TO SERVICE      LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (IF APPOINTED ABROAD)

PLACE IN CONTINENTAL U.S. DESIGNATED PERMANENT OR LEGAL RESIDENCE

### MARITAL STATUS

☐

SINGLE

PLACE OF MARRIAGE

DATE OF MARRIAGE

☐

MARRIED

PLACE OF DIVORCE DECREE

DATE OF DIVORCE DECREE

☐

DIVORCED

PLACE SPOUSE DIED

DATE SPOUSE DIED

☒

WIDOWED

### MEMBERS OF FAMILY (DEPENDENTS ONLY)

IDENTIFICATION OF MEMBERS OF IMMEDIATE FAMILY

RELATIONSHIP

DATE OF BIRTH


*Separated*

DATE

SIGNATURE

FORM NO. 37-79  
MAY 1960



Coordination Page:

DATE: 25 May 1950

MEMORANDUM FOR: Management Officer

FROM : Chief, Inspection and Security Staff


SUBJECT : Draft of Proposed Administrative Instruction

1. This office concurs with the draft of Administrative Instruction re Residence and Dependency Report, dated 22 May 1950.

2. Comments: None. This is based on the premise that the A.I. pertains to overt or semi-covert personnel only.

STATINTL

Signature

  
SHEPHERD EDWARDS  
Colonel, GSC